



# Office of the City Clerk

Weekly Report – for Week Ending June 24, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff continues to accept job applications to fill temporary positions for the 2017 Municipal Elections. As of June 15, the Election Division has received 527 applications. Staff has begun recruitment for the bilingual outreach specialists in eight of the 11 languages needed.

The LACERS Special Election took place on Friday, June 24. As of June 21, the Clerk had received 1,362 ballots.

The last of the NC Elections, Region 10, took place on Saturday, June 18. Staff tallied the ballots on June 20. With elections concluded, it was time to assess and evaluate the processes, and staff participated in an election debrief meeting with DONE to discuss what worked, what didn't, and to start planning for the 2018 NC election. A separate debrief meeting with the online voting vendor, Everyone Counts, will be held at the end of June.

### Business Improvement Districts

Staff collected \$111,551 from Department of Transportation for 2012 thru 2016 assessments for a parcel leased from the MTA in the Hollywood Entertainment District Business Improvement District.

### Records Management

The transfer of the City's records inventory from the prior vendor, Iron Mountain, to the new one, Storetrieve, was initiated this week. Approximately 3,000 boxes have been transferred to date. We continue to work with the vendors to negotiate a faster rate of transfer.

### Systems

Staff continued working with the Board of Public Work on the Novus minutes module and finalizing the agenda format. The last training has been scheduled for next week in preparation for the agenda to go live the first week of July.

### Upcoming

Council will be in summer recess from July 5 through July 22, 2016.

The LACERS ballot tally is scheduled to take place on Tuesday, June 28.